

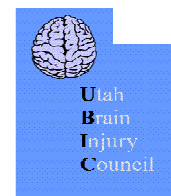


## Utah Brain Injury Council

May 13, 2010

Utah Department of Health (Room 125)

Call in Number (888) 235-2358 participant Code - 102413



### Meeting Minutes

#### Attendees

Sue Dubois – USU  
John Ribera PhD - USU  
Joyce Dolcourt – Legal Coalition for PWD  
Elaine Pollock – Primary Childrens  
Troy Roper – Survivor  
Kevin Condra – UDOH  
Stacey Cummings – USOR  
Judith Holt (phone) – USU

Nita Smith – Phoenix Services  
Adina Zahradnikova – Disability Law Center  
Cindy Wilmshurst – Advocate  
Robert Anderson – Survivor/Advocate  
Brenda Anderson – Survivor/Advocate  
Trisha Keller - UDOH  
Jennifer Wrathall - UDOH

#### Excused

Jennifer Wright – Rehab Without Walls  
Ron Roskos – BIAU  
Maureen Richardson – Advocate  
Steve Wrigley – DSPD  
Kris Fawson – USILC  
Rolf Halbfell – DSPS  
Courtney Jones – Primary Childrens Rehab  
Gary Blair –  
Glen Larsen – UDOH, Medicaid

Jennifer Romesser - VA  
Jim Labounty - USDOC  
Joan Perank – Indian Health Serv  
John Lesnan -  
Kay Hansen -  
Mike Conn – Juvenile Justice  
Rick Hendy – Div of Mental Health  
Rick Hunt – Parent/Advocate

#### Review & Approval of April Minutes

Minutes were accepted as written. Nita conducted the meeting at the request of Jennifer who had a family emergency and was out of town.

#### Introductions for New Members & Announcements

There was an open invitation to attend the TBI Fund Advisory meetings prior to UBIC @ 1:00 p.m. Nita stated that this is a great group. The two groups have great things in common and the fund actually came as the result of the work of the UBIC.

#### New Member Orientation

Nita stated that when they have asked people to join they have no idea of what is going on with the committee and what their role might be as they serve. She suggested that they tell new members the history of the grant and what their role is in a more organized way. She asked the committee if they needed to make an orientation for new members. John stated that they really did need it. Nita stated that they needed a list of acronyms. Kevin asked if it could be done on the website? Nita agreed that it would be a great idea. Adina suggested a history of the grant also. Brenda stated that they needed it written so that you can refer back to it when needed. Judith suggested that there be an offer of one on one conversation after reviewing the orientation information on the website. Sue agreed that developing a relationship with someone on the committee is also important. Nita stated that assigning a mentor would be good idea. Robert stated a need to know who does what and the roles of the sub committees of the group. Nita asked for volunteers who want to help with orientations and act as volunteers. Nita said she would check with the other staff and compile information about how it might look and suggestions for a list of what the sub committees provide that could be disseminated.

## Update on TBI Partnership Implementation Grant

- a. **Update on hiring of grant positions** – Trisha stated that they just got approval for recruiting a coordinator. She stated that they needed to get the paperwork together and hopefully have an announcement out by the end of next week. She asked the group how they wanted to advertise the announcement besides the usual state government job listings. She suggested email lists or group lists in addition to the state job networks and to also send a link to members to forward as seen appropriate. The committee agreed to help the Department of Health in hiring for this position. Someone will forward the information about the posting to the committee to forward as they see appropriate.  
It was asked what the job entailed. Kevin stated that some of the coordinators responsibilities include being a member of work committees to better coordinate their efforts. Examples of other duties are: keeps all of the groups efforts communicated, tracks progress, communicates deadlines, tracks committee efforts, reports back to agencies about progress of the group etc. Kevin is the designated Project Director for the grant and is shifting his duties so that he can use 30% of his time on the grant.
- b. **Review of 4-12-10 draft In-kind form** – Kevin stated that he did change the format of the form to landscape and it is posted on the web site. It was stated that the in kind needs to be tracked as a requirement of the grant. Judith asked if Kevin's time could be considered in kind? Trisha stated that it has to be either State funds or private funds as in kind. Trisha said that her time is in kind. Kevin asked everyone to take the form and fill it out with his or her time and then send these to him. Eventually this will be on line and we are hoping to find a way to sign electronically. Nita suggested that if you use state rates for work then use that for the form, if you are private use whatever you usually charge, if you are a family member use what you would report to the IRS. Kevin asked everyone to look over the form and give him any final suggestions.
- c. **Update on contracts** – Kevin stated that Ron and Judith saw the first drafts of the contracts associated with the grant. He stated that they hoped to have them completed in the next week or so.
- d. **CCPD meeting May 25<sup>th</sup>, @ 10:00 a.m. (10-15 minute presentation)** — Kevin stated that the group is on the agenda for the meeting. Kevin stated that he would like to have a quick discussion after the meeting with those planning on attending CCPD.
- e. **Who best decides a timeline for work plan activities** – Due to time concerns the details will have to be worked out later so the issue was tabled until next meeting.

## Subcommittee Updates

Tabled until next meeting due to time concerns.

- a. Training and Education
- b. Sustainability & Community initiatives
- c. Website & Information Resources
- d. Other updates

## Discussion of Questions for a Public Opinion Survey

Trisha stated that one of the objects in the grant is to do a public opinion survey in the first year and the fourth year to measure the changes in the public opinion. They have been talking with the

service center in office of public health. She asked what questions do we want to ask? She stated that Judith was working on a survey for the autism at this time also. The survey center suggested that the group combine with autism survey to save money.

Kevin stated that they sent out the example of the autism survey. He stated that Trisha had been compiling information from other states. Jennifer Wrathall from the survey center will pare down to what really is needed for grant. She stated that the post survey must be same as the pre survey. She also stated that they would be calling cell phones as well. She went over some of the questions that would be on the survey. She stated that what the group needed to decide is what type of things they needed to know.

Judith stated that they had decided that a sample size of 1,000 (750 land lines, 250 cell phones) participants would give a good representation of the Latino population. The downside is that they are already piloting the autism survey and this will need to be put on hold for a short time if it will be combined with TBI.

Joyce asked how long the combined survey would take. Jennifer stated that the current autism survey was taking approximated 6 minutes and the combined would take about 10 to 12 minutes.

It was asked in which order the survey would go. Jennifer stated that with the autism survey ready to go the TBI and Demographics would be added to end of it.

Joyce stated that her only concern was that the respondent may confuse autism for TBI. Jennifer agreed and said that they will have a preamble to each part. It was asked if the sample would be random. Jennifer confirmed that it would be totally random.

Jennifer recommends the group having a brain storming session on questions to be asked on the survey. Jennifer went over some of the information that she had from other states concerning information on surveys. A few types of questions were: knowledge and awareness resource services questions; prevalence questions, (ever had a family member w/TBI or in the last year) medical care in the last year etc.

It was asked what the wording in the grant there was for the survey. Judith read the grant and stated that it should be about awareness and knowledge. There was discussion on how to get enough families with young children and get enough families with veterans. Judith stated that they are looking for veterans from 1999 forward (current conflicts). Jennifer suggested over sampling on the veterans side. Jennifer will look into the cost of adding the oversampling to the surveys. Stacey asked if the grant specifically asked for families of veterans and families with small children. Judith stated that the grant is not that specific. It was suggested that the survey is a general purpose one and if they wanted to contact enough veterans to get a real sample that maybe they should approach the VA and ask for some assistance and/or funding. Those developing the survey will crunch some numbers and get back to the group.

Cindy stated that if you go to an ER with a brain injury and are sent home would you even know where to go. Possibly this could be a lead in question. After a long discussion it was decided that

the questions should be very selective. Jennifer listed off several ideas for questions. Kevin suggested taking the sample questions and emailing them out and each person could pick their 3 top choices and send them back to him.

#### **Other Business & Items for Next Meeting**

- Requirements for prospective members – Kevin stated that when a new person comes on board it would be good to know their areas of expertise and experience so we know they are genuine and we can meaningfully involve them in the work of the grant.

- Handling media requests – Kevin stated one large part of the grant is a media awareness campaign. He stated that the RFP will be developed later in year. However, currently if UBIC members are talking on behalf of the grant it is important for all of us to be on same page and we need to discuss who talks about what so we can give consistent information.

Nita stated that we needed to get back to meeting as work groups and getting some goals accomplished. Kevin will send the subcommittee list back out and ask people to designate what they are on with the idea of select only one primary group.

The Sustainability committee is looking at Facebook opportunities for information dissemination and fund raising. At the next TBI Fund meeting next month the Disability Law center staff will be there to go over the options for using Facebook and anyone interesting in learning more is welcome to attend at 2:00 p.m. in Room 125.

#### **Next Meeting**

June 10<sup>th</sup> @ 3:00 p.m.

Utah Department of Health (Room 125)

1:00 pm for TBI Fund Advisory Committee

2:00 pm Training on Social Media